

## **PETROLEUM STORAGE TANK OWNERS**

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**August 2004**

### **You need to respond when you receive a Permit-to-Operate Application in the mail?**

Federally regulated underground storage tanks are required to have "Permits To Operate" (PTO). The PTOs will be issued for those systems that meet upgrade standards, comply with leak detection reporting and demonstrate adequate financial responsibility through environmental insurance. In Wisconsin, that means that if you own one or more of these tanks, you will be receiving permit applications each year for all of your required tanks. When you get a permit application letter, what do you need to do with it...and how promptly?

Wisconsin put a new underground storage tank permit process into place recently. For two years, we have been working with owners to clarify the new process and help get tanks into compliance. Recently we began increasing our activities to gain compliance, which include clarification, assistance and enforcement of the rules through written orders. Where necessary, these orders can result in closing access to tanks until compliance is reached.

As you can see, failure to complete the permit process in a timely manner could have a negative impact on your business. Commerce does not want to harm Wisconsin businesses and we want you to know that it's important to follow through with the permit application process. Here is what tank owners should do to gain the underground storage tank permit in a timely manner and avoid an enforcement action.

All tank owners receive permit applications at the specified time each year for all their tanks. Application letters are sent out 90 days before the current permit is due to expire. If an owner has business in multiple cities or counties, the tank permits will come together in one package. This was implemented after requests from PMAW Members and others to allow their permitting efforts to be more coordinated and efficient. This allows the applications paperwork, leak detection documentation, and financial responsibility to be taken care of all at one time.

When the application package arrives, it contains applications for each tank owned by the same owner. These applications have been pre-completed with information from the data on file in Commerce. Here are the steps to follow:

1. Review all the information carefully to be sure it is accurate for each tank;
2. Complete any missing information and correct any inaccurate or changed information;
3. Attach copies of the appropriate leak detection monitoring documentation – your permit application will explain what is needed based on the method of leak detection for each tank;
4. Complete and sign the Ownership Verification box on the back of the letter;
5. Attach copies of the appropriate proof of financial responsibility (an explanation of what is required is printed on the back of the application letter);
6. Complete the Certification of Financial Responsibility (Owner's Testament of Compliance) which can be found on our website at <http://www.commerce.state.wi.us/ER/ER-BST-Fr-FinancialResp.html>
7. Make copies of all information for your files;

8. Send all the completed applications and attachments to the Commerce Underground Storage Tank Permit program within 30 days of receipt.

If you have questions, or need assistance, our Permit Staff will be happy to assist you. You can contact them at the phone numbers and email below:

<b>Name</b>	<b>Phone Number</b>	<b>email</b>
Karine Aslakson (financial responsibility)	(608) 267-1384	kaslakson@commerce.state.wi.us
Vanessa Mouth	(608) 267-5280	vmouth@commerce.state.wi.us
Gwendolyn Person	(608) 267-1382	gperson@commerce.state.wi.us
Theresa Quamme	(608) 267-3183	tquamme@commerce.state.wi.us
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